

# SOUTHEAST NEIGHBORS CHARTER

Recognized July 24, 1989

(Merger of South Hills, Southeast Firs, Dunn, and Oak Hills Neighborhood Associations)

## ARTICLE I. NAME

Section 1. The name of this organization shall be The Southeast Neighbors.

## ARTICLE II. GEOGRAPHIC BOUNDARIES

### Section 1.

The Southeast Neighbors organization shall encompass the area bounded by the intersection of Willamette Street and 29th Avenue, east on 29th Avenue to Amazon Parkway, south to East 30th Avenue, and the Eugene city limits to the east. From there, the boundary follows the city limits to the south. From there, the boundary follows the city limits west to the western city limits and thence north, until the city limits meet 40th Avenue. From that point, the boundary follows 40th Avenue east to an unnamed street, north upon that street to 39th Avenue, east along 39th Avenue to Willamette Street and north on Willamette to 29th Avenue.

Section 2. These boundaries are subject to change in accordance with the procedures outlined in Article XII, Amendments and Charter Review.

## ARTICLE III. PURPOSE

Section 1. The Southeast Neighbors will work to develop a safe, healthful, harmonious, and attractive living environment. To this end, it will be an advisory group to the City Council, Planning Commission, other City boards, commissions, and officials on matters affecting the growth and development of the neighborhood. The Southeast Neighbors may develop neighborhood proposals with respect to land use, zoning, parks, open space and recreation, annexation, housing, community facilities, transportation and traffic, public safety, sanitation, and other activities and public services that affect the neighborhood.

Section 2. In general, but in connection with the foregoing, The Southeast Neighbors will do any and all things necessary to promote the general welfare of the residents and owners within its boundaries and their property interests therein.

Section 3. The Southeast Neighbors shall serve in an educational capacity to inform the citizens of the neighborhood. The organization will encourage and facilitate communications among the members on matters of common concern.

## ARTICLE IV. MEMBERSHIP

Section 1. Membership is open to any resident, property owner, or business owner, 18 years of age or older, within the boundaries described in Article II.

Section 2. Each member shall be entitled to one vote. Each corporation, partnership, nonprofit agency, or business shall be limited to one vote.

### Section 3.

a. Membership is declared by having one's signature and address on The Southeast Neighbors Official

Membership List.

b. Membership shall become void immediately upon termination of ownership or residency in The Southeast Neighbors boundary area.

c. The Southeast Neighbors shall keep and maintain attendance lists for all such meetings for at least 12 months.

Section 4. There shall be no absentee voting or voting by proxy. Members must attend the meeting and hear the discussion in order to vote.

## ARTICLE V. OFFICERS AND DUTIES

Section 1. The officers of The Southeast Neighbors shall consist of the following: a president, vice president, recording secretary, corresponding secretary, and treasurer.

Section 2. No member shall hold more than one office simultaneously. Only members of the organization are eligible to serve as officers.

Section 3. Duties of the President. The President shall coordinate and supervise the business and activities of the Board of Directors and the organization. He/She shall preside at all meetings of the Board of Directors and general membership, serve as an *ex officio* member of all committees, and be the primary contact person for, and liaison with, the City of Eugene. He/She shall provide notice of meetings to members.

Section 4. Duties of the Vice President. The Vice President will assist the President in his/her duties upon request. In the absence of the President, or in the event of his/her inability or refusal to act, the Vice President shall execute the duties and powers of the President.

Section 5. Duties of the Recording Secretary. The Recording Secretary shall record the minutes of all general membership and Board of Directors meetings and maintain on file copies of all minutes, membership lists, attendance lists, and other records.

Section 6. Duties of the Corresponding Secretary. The Corresponding Secretary shall maintain a file of all correspondence on behalf of The Southeast Neighbors and prepare and send correspondence.

Section 7. Duties of the Treasurer. The Treasurer shall receive all the Southeast Neighbors funds, deposit them in a bank approved by the Board of Directors, and pay out funds only on notice signed by him/her and one other officer.

## ARTICLE VI. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the resident and Vice President and eight (8) additional directors. Directors shall be elected at the Annual Meeting in May.

Section 2. The Board of Directors shall hold regular meetings at least four times a year, including at least one meeting each quarter, at a time and place convenient to them and accessible to the members. Notice of meetings shall be provided to the directors. Special meetings of the Board may be called by the President, or at the request of the Board.

Section 3. The Board of Directors may create and appoint members to whatever committees it deems necessary.

Section 4. The majority of the Board members shall constitute a quorum for the transaction of business.

Section 5. Minutes of the Board of Directors shall be kept on file and summaries of action taken shall be communicated to the general membership through publication in The Southeast Neighbors newsletter or by presentation at the next general meeting.

Section 6. The Board of Directors may conduct such business and take such action as may be necessary to accomplish the purposes of the organization.

Section 7. The Board of Directors policy decisions representing the Southeast Neighbors on an issue where the general membership has not yet voted shall be presented to the membership at the next general meeting. The membership may override the Board decision by a two-thirds vote.

Section 8. The Board shall represent The Southeast Neighbors opinions to the City Council, Planning Commission, or other appropriate decision makers. Such advisory opinions will specify whether the position is one of the general membership or the Board of Directors. If there is a minority position on the issue, represented by at least one third of those voting, this shall also be presented.

Section 9. The Board of Directors shall be responsible for establishing the time, place, and agenda for general meetings, and ensuring reasonable advance notice to members of such meetings.

## ARTICLE VII. NOMINATION, ELECTION, REMOVAL AND TERMINATION OF OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

### Section 1. Nomination

- a. Notice of the election shall be provided to the general public prior to the election.
- b. Nominations shall be made from the floor, each nomination being for a specific office or for member of the Board of Directors. Such nominees must be a member of The Southeast Neighbors and agree to serve if elected.

### Section 2. Elections.

- a. The President and Vice President shall be elected for a term of one year.
- b. The eight additional members of the Board of Directors shall be elected for two-year terms. At the first meeting, four directors shall be elected for two years and four directors for one year. Each director must be elected by a majority vote of the members present.
- c. At the next meeting of the Board of Directors following the annual meeting of The Southeast Neighbors, the Board shall elect by majority vote from among its members, the other three officers: Recording Secretary, Corresponding Secretary, and Treasurer.
- d. A vacancy on the Board of Directors, other than President or Vice President, shall be filled for the remainder of the vacant term by a majority vote of the Board.
- e. A vacancy of the Office of President shall be filled by the Vice President.
- f. A vacancy of the Office of the Vice President shall be filled at a general or special meeting by a majority vote of

the members present. Reasonable prior notice of such election shall be announced to the membership.

### Section 3. Removal and Termination.

- a. An officer may be removed by a two-thirds vote of the members present at a general meeting. Prior notice of intent to submit a removal motion, and the reason therefore, is required.
- b. If a member of the Board of Directors is absent for three consecutive meetings, that member's position may be vacated by the Board.
- c. Membership on the Board of Directors shall terminate at once for any director who moves from the neighborhood.

## ARTICLE VIII. MEMBERSHIP MEETINGS

Section 1. General membership meetings shall be held at a time and place established by the Board of Directors. Meetings shall be held at least twice each year. General meetings may be called by the Board of Directors or by ten members of The Southeast Neighbors.

Section 2. An annual meeting of The Southeast Neighbors shall be held in May for the purpose of hearing reports from all officers and committees; for electing the President, Vice President, and other directors; and for such other business as may be appropriate.

Section 3. Notice of any general meeting shall be provided to each member before the date of such meeting. The notice shall include the meeting date, time, place, and proposed agenda.

Section 4. The annual May meeting shall be announced in the local newspaper so that all business, non-resident owners of property, and resident non-members may have an opportunity to come to the meeting, sign the membership list, and thereby receive notices of future meetings.

Section 5. A quorum for any meeting of The Southeast Neighbors shall consist of 15 members present at the opening of the meeting.

Section 6. All meetings of The Southeast Neighbors and the Board of Directors shall be conducted in accordance with Robert's Rules of Order, newly revised. In cases where interpretation of the rules is required the President shall rule on proper procedure.

## ARTICLE IX. NEIGHBORHOOD NEWSLETTER

Section 1. The name of the Southeast Neighbors newsletter shall be Southeast Neighbors News.

Section 2. The purposes of the newsletters are to distribute information to The Southeast Neighbors members and to provide a forum for free expression of opinions by members on issues of interest to the neighborhood.

Section 3. Advocacy positions may be included in the newsletter in an editorial format. The newsletter shall clearly indicate editorial material and guarantee space for timely printing of differing viewpoints.

Section 4. The Board of Directors shall appoint an editor for the newsletter. The Board shall have ultimate responsibility for the contents of the newsletter.

Section 5. Each issue of the newsletter shall do the following:

- a. identify the officers of The Southeast Neighbors and the Newsletter Editor.
- b. include an address, and/or phone number, for submission of articles, letters, or other material.
- c. not include any anonymous articles.

## ARTICLE X. COMMITTEES

Section 1. The Board of Directors may establish standing or other committees to perform the ongoing business of The Southeast Neighbors.

Section 2. The Board of Directors shall specify the purpose, meeting requirements, and committee authority, including permission to speak publicly on issues within the committee's specific concern. Committee members shall not speak or act on behalf of The Southeast Neighbors unless they have such specific authority.

Section 3. Committee meetings shall be open to The Southeast Neighbors membership.

Section 4. Each committee shall have a Secretary appointed by the committee Chairperson. The Secretary of each committee shall keep written minutes of the committee meetings.

Section 5. The committee Chairperson, or his/her representative, shall provide its minutes or an oral report to the Board of Directors.

## ARTICLE XI. FINANCES

Section 1. The association shall be financed by means of voluntary dues and contributions.

Section 2. The voluntary dues shall be the same for each member and shall be five dollars (\$5) per year. The rate is subject to modification as a majority of the members may require.

Section 3. The voluntary dues shall be payable during the May annual meeting for the next calendar year.

Section 4. In the event of dissolution of The Southeast Neighbors organization, its assets shall be distributed equally among the voting members as of the date of dissolution on the basis of their contribution, unless a majority of the contributing members decide otherwise.

## ARTICLE XII. AMENDMENTS AND CHARTER REVIEW

Section 1. This Charter may be amended, or replaced, by a new Charter by a vote of two thirds of the members present at any general meeting of The Southeast Neighbors where a quorum is present. The proposed amendment or replacement Charter must be distributed to the members at least three weeks before the date of the meeting to vote on the matter.